



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation open to: All Interested Afghan Nationals

Position Title: Procurement Agent

Type of vacancy: Multiple Positions

Opening date: January 06, 2014

Closing date: January 20, 2014

Vacancy announcement #: USAID/306/14/32/OM

Work Hours: 40 hours (Full time)

Position Grade: FSN-7

USAID/Afghanistan is seeking individuals for the position of Procurement Agent in the Office of Management (OM) Section.

BASIC FUNCTION OF THE POSITION:

The Procurement Agent plays a key role in USAID/Afghanistan's property management program by assisting the USAID/Afghanistan procurement of goods and services from both the local and offshore economy. The incumbent of this position assists in ensuring that competitive procurement procedures are being practiced and provides a responsive arm to USAID/Afghanistan's general maintenance program.

MAJOR DUTIES AND RESPONSIBILITIES:

1. The Procurement Agent forms part of the Executive Office staff and, accordingly, assists with local/offshore procurement budget preparation and work plan scheduling. S/he shall be a source of information relating to what goods and services can be obtained on the local economy and, together with the Procurement Agent (FSN-8), determine how these compare in cost to goods which USAID/Afghanistan can obtain offshore. The incumbent shall develop good working relationships with local vendors, working to receive favorable prices on behalf of the U.S. Government and responding to their requests for payment status, etc. The incumbent shall keep appropriate documentation records (a) to indicate the source and authorization of local procurement requests, (b) to facilitate the submission of vouchers, and (c) to track market trends within the economy.
2. The incumbent will assist USAID/Afghanistan's Procurement Agent (FSN-8) in receiving authorized procurement requests and obtaining the necessary goods or services as may be requested. If the procurement request requires the preparation of a purchase order or contract, the incumbent shall assist the preparation of the necessary procurement documents in accordance with pertinent regulations for funds validation and approval. Incumbent shall prepare documentation in a format suitable to facilitate voucher preparation. S/he shall assist in preparing and maintaining the official procurement and expenditure files for goods and services procured. The incumbent may be able to assist the Procurement Agent during leave periods or when otherwise requested to do so by the Executive Office.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of secondary school required.

Experience: A minimum of three years of experience related to procurement activities with a governmental, non-governmental or private institutions is required.

Language: Level III (Good working knowledge) of speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashtu is required.

Knowledge, Abilities and Skills: Good working knowledge and understanding of procurement and shipping regulations and procedures is needed. Must have a good knowledge of local market, practices and suppliers as well as local pricing practice; a good analytical skills necessary to deal with a great variety of procurement actions. Competency in using MS office suite is required. Must have the ability to work under constant pressure and be able to prioritize work with a minimum of supervision. Skill in researching regulatory material to justify procurement actions is needed.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Procurement Agent (OM1432)**

ANY/ALL application submissions after the closing date of January 20, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **A current resume or curriculum vitae that provides the same information found on the DS-174 AND/OR**
3. **Application for Employment as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf>
4. **Copies of degree or diploma earned that addresses the education qualification requirement of the position as listed above.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**